

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC

THRU (Liaison Officer):

FROM:

ROUTING CODE: N/ORM 6x22
ADDRESS:

Monterey Bay National Marine Sanctuary
299 Foam Street,
Monterey, CA 93940

PHONE NUMBER: (831) 647-4253

BILLET TITLE:

BILLET #:

7652

Marine Operations Officer, Monterey Bay NMS

RANK REQUESTED: (0-2, 0-3, 0-4, etc.)

0-2 / 0-3

GS/GM EQUIVALENT:

(This block to be completed by liaison officer)

IS THIS A NEW BILLET:

☒ YES

☐ NO

BILLET PRIORITY:

☐ A.

☐ B.

☐ C.

☐ R

IMMEDIATE SUPERVISOR:

Karen Grimmer

TITLE:

Program Operations Coord., MBNMS

PHONE NUMBER:

(831) 647-4253

EDUCATIONAL REQUIREMENTS:

BS Degree; significant small boat experience; NOAA diver; scientific operations support experience; public relations skills; basic computer skills

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

The ability to manage and operate small research vessels and small boats, including computers, oceanographic equipment and electronics. Also, the ability to communicate effectively as sanctuary liaison.

1. GENERAL DESCRIPTION OF BILLET:

Level of Organization: Line Office Division Branch - MBNMS is a NMSP site level billet.

What is the Organization's Function/Mission: To uphold and enforce the requirements of the Marine Sanctuaries Act. The Monterey Bay National Marine Sanctuary is the largest NMS and one of the highest profile marine protected areas in the world. The mission of NOAA's Monterey Bay National Marine Sanctuary is to understand and protect the coastal ecosystem of central California.

What Capacity: This is a hands-on billet with lots of field and operational experience. The officer will be based in Monterey, and duties aboard the regional vessel will require day trips, overnights, and week-long cruises to regions in Northern and Southern California.

Budget Responsibility: Execution/Formulation Direct/Indirect
The officer in this billet executes an indirect budget.

Other:

Administration%	Management%	Technical%	Operational%
10	20	20	50

2. DUTIES AND RESPONSIBILITIES:

a. Is this a supervisory billet? ☐ YES ☒ NO

b. If so, state number and grade of personnel supervised. Number: Grade(s):

- 1) manage, maintain and operate the sanctuary's vessels - a 65ft research vessel FULMAR and a 28ft catamaran SHARKCAT
- 2) plan and coordinate sanctuary marine operations and projects
- 3) serve as on scene divemaster and scientific diver
- 4) act as sanctuary liaison with science parties
- 5) work with a wide range of groups to conduct sanctuary research, education and resource protection
- 6) participate in small boat workshops, constituent meetings, education programs, and public events

3. CAREER DEVELOPMENT OPPORTUNITIES:

Personnel: The officer in this billet will oversee operations and coordinate personnel to accomplish missions. Though there is no direct supervision, this billet requires the officer to manage personnel for specific tasks.

Budget: The officer will be responsible for tracking and executing a budget for the sanctuary's vessels and operations.

Mentor: There is limited mentoring possibilities, although the officer will have the opportunity to develop OIC skills working with the captains.

Training Opportunities: The officer will be able to pursue technical and functional types of training. Undertaking a graduate program with a local collaborative university is a definite possibility.

Inter/Intra agency Interaction: There is a significant amount of interaction with other agencies, as well as other organizations outside of the government (NGOs, universities, public groups).

Professional Development: This billet is an excellent first assignment in the Marine Sanctuaries Division and enables an officer to gain important Marine Sanctuaries Division experience. He/She will develop a strong understanding of the responsibilities and duties of a National Marine Sanctuary site. This initial billet may be followed with a site management or headquarters billet.

4. ADDITIONAL COMMENTS:

SIGNATURE OF SUPERVISOR:

DATE:

06/04/1993